

Guidance Notes for Applicants

The Society of Biology is offering regional grants (up to £500) to run biology events across the UK, with the aim of increasing our reach and with a particular focus on generating activity in areas where we have traditionally had less of a presence. Please read these guidance notes carefully before completing your application, in order to ensure you are eligible to apply and to increase your chance of making a successful application. You can also contact the Regional Coordinator, [David Urry](#), to discuss suitable ideas for proposed events.

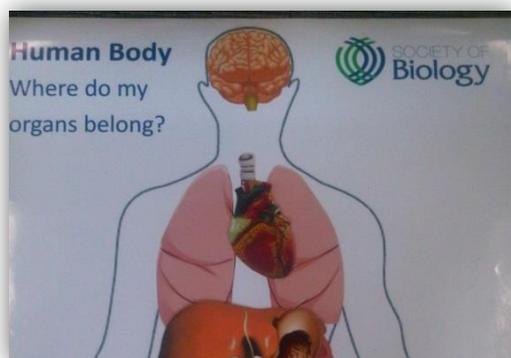
You can either make your application [online](#) or download an application form from our [website](#). All completed applications must be submitted before 14th April 2014.

Contact

David Urry Regional Coordinator, Society of Biology, Charles Darwin House, 12 Roger Street, London, WC1N 2JU

Email: davidurry@societyofbiology.org

Tel: 020 7685 2576



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The Society of Biology is a single unified voice for biology: advising Government and influencing [policy](#); advancing [education](#) and [professional development](#); supporting our members, and engaging and encouraging [public interest](#) in the life sciences. The Society represents a diverse [membership](#) of individuals, learned societies and other organisations. Individual members include practising scientists, students at all levels, professionals in academia, industry and education, and non-professionals with an interest in biology.

Regional activity

There are [16 branches](#) of the Society of Biology, each with their own voluntary committees that represent the Society at a local level and help it to complete its goals and objectives regionally. A large part of the branch committees' work includes delivering events and activities for our members and the general public throughout the UK.

Regional grant scheme

In addition to the work of the branches, the regional grant scheme is designed to increase the Society's regional activity, by enabling any of our 14 000+ individual members across the UK to apply for up to £500 to deliver a one off event or series of events in their area. If you have an idea for an event, we would love to hear from you.

Why organise an event?

- An opportunity to put on an event under the banner of the Society of Biology.
- Useful experience for students and for career development.
- An opportunity for collaboration with other organisations, including local branches.
- The opportunity to promote an aspect of biology of your choice to members and the general public in your area.
- Receive support and advice from the Society of Biology public engagement team.
- CPD points associated with successful grant applications and event delivery.



Who can apply?

Our grant scheme is designed to be freely accessible to all our members, encouraging a variety of event ideas, however, please pay attention to the following information:

You must be an individual member of the Society of Biology

This includes all members, at any grade. We also welcome applications from those who choose have applied but are awaiting election (elections happen quarterly). Visit our [website](#) to find out how to become a member (for as little as £15 a year), or contact our [Membership Marketing Manager](#).

You must be over 18 years old

However, we will accept joint applications (see below) from individual members under 18 with an older member, who will be ultimately responsible for delivery of the event.

The event must be non-commercial

We will only consider applications that are non-commercial and not for profit. Any excess funds following the event must be returned to the Society of Biology. Additionally, events run must not be in direct association with a commercial organisation.

Applicants can be part of another organisation

However, all events run through the grant scheme must be Society of Biology events and be branded and advertised as such, unless we are part funding an event, in which case we would expect branding to be proportional to the our financial contribution.

Joint applications are allowed

An application made by more than one member is permitted, and in fact encouraged. However, one member must be nominated as the main contact and ultimately responsible for delivery of the event. The names of all main organisers should be included in your application form.

We will part fund events

We are happy to part fund larger events so long as proof can be provided of additional funds having been secured before you make your application with us. We would expect Society of Biology branding to be used at the event and in all promotional material, in proportion to our financial contribution to the event.

We will only fund school events that involve collaboration

Teachers can apply for funds to run events for their students, but these must involve collaboration with either another school, or with another biological organisation.

Please contact David Urry, on the contact details above, if you are still unsure as to whether you are eligible to apply, or your proposed event is appropriate.

What will we fund?

We hope to fund a number of events around the UK, and invite you to apply for between **50 and 500** pounds towards the cost of your event. If you are applying for a grant that does not cover the full cost of your event, you must have secured the necessary additional funds before submitting your application, and provide evidence of this if your application is successful. **Extending our regional presence** is a big focus of the grant scheme, so we are keen to receive applications from areas where there has traditionally been less activity (see page 5).

Event outputs

All successful events must have proposed outputs in line with at least one of the aims and objectives of the Society of Biology including:

- Education and the increased public understanding of and engagement with the biological sciences
- Engaging members and the general public with current developments in biology
- Encouraging the exchange of ideas and information between biologists from different fields of expertise and areas of employment, and/or between biologists and those working in other science, technology, engineering and mathematics networks (STEM), and non-STEM fields
- Enhancing the professional status of bioscientists, thereby encouraging young people who aspire to become professional biologists
- Assisting the Society in recruitment of members
- Collaborating with other local groups, Member Organisations and sister Societies.

All events that promote biology, and engage people with subjects in the life sciences, their study or application, will be considered. How the event is delivered, its style, content and target audience is up to you and **we welcome innovative and creative approaches**.

We are particularly keen to fund public engagement and outreach events, but events with a focus on membership engagement will also be considered if they score well against other assessment criteria and their benefits are clearly outlined. However, all events **must be open to the general public** (with the exception of collaborative school events- see page 3).

We are also happy to fund **multiple events**, as long as we are confident that they can be delivered within the proposed budget and they have a coherent theme connecting them.

All reasonable costs associated with planned events and activities will be considered, where clearly justified. See [Event Ideas](#) (page 6), for ideas of the type of event you could run.

Example of where funds might be used:

- Promotion, publicity and marketing materials (banners, posters, fliers, design and printing costs)
- Room, equipment and facility hire
- Equipment and resources to increase capacity to deliver events and activities (projectors, lab equipment, microscopes, reference books & guides etc).
- Speaker or presenter costs
- Travel costs.

Commitment to event delivery

Grants will be allocated under the strict agreement that there is a commitment to delivering an event or series of events. Grants that involve the acquisition of non-consumable equipment and resources should be justified with evidence of their long term benefit and impact.

Geographic location

The Society of Biology's current geographic structure tries to cover as much of the UK as possible and our regional branches do a wonderful job of engaging our members and the general public across the UK. However, there are some areas that are more difficult for our branches to cover. As a result, the regional grant scheme has a particular focus on engaging the public in areas where there have traditionally been fewer events. Regional grant scheme events will therefore work in addition to the relevant branch's own events in the wider area. As a result, we encourage applications from **(but not restricted to)** the following areas:

- North and West Northern Ireland
- Scotland (other than Glasgow and Edinburgh)
- Northumberland, Cumbria and Durham
- Norfolk and Suffolk
- Cornwall
- Somerset and Gloucestershire
- South Wales
- Mid Wales
- Northamptonshire

Please note: Geographic location is only one of a number of criteria that applications will be assessed against, so if your event is not in one of the areas listed above, **it will still be considered** if it scores well against other assessment criteria.



Event Ideas

If you would like to run an event, but are looking for an idea, the list of ideas below might give you inspiration. Alternatively, contact David Urry (contact details on front page) to discuss possibilities. If you have many event ideas, then your [local branch](#) would be very happy to hear from you.

If you are a university student or school teacher, you might like to try...

- Science busking
- Biology quiz
- Biology career 'speed dating'
- Meet the scientist careers event
- Talks, university visits or workshops for local schools
- Theatre productions that communicate biology and ethics issues of current research
- [Big Biology Day](#) / mini science festival in a biology department
- Debate event involving different university departments

If you're part of another biology/community organisation, you could try...

- Having a presence at a science festival, directly engaging with the general public through hands on biology activities and discussions. Useful links - [SB hands on biology](#); [BSA hands on biology](#); [Teaching Ideas resources](#); [OPAL resources](#)
- Workshops or training events
- Guided walks / tours – you could open up your organisation to the public, or organise a visit to a local lab, site of scientific interest or natural beauty.
- Conservation work – you could organise ecological surveying, such as in the form of a [Bioblitz](#), a conservation work party, or any other activity that engages people with biology while directly aiding in conservation.
- Citizen science - if you have an idea for a citizen science project with a regional focus relevant to your organisation, we can help fund this. Examples:
- [Spider in da house](#)
- [Flying ant survey](#)
- [Other citizen science surveys](#)

Events with a focus on member engagement

- Networking events – Rather than just organise a social, we would encourage creative and dynamic networking events that will stimulate participation of a wide range of members and non-members in the area.
- Forums / symposiums - if there is an important biology issue, particularly one with local relevance, an open forum or symposium with talks and discussion on the issue would be a great way of sharing ideas on the subject.
- Field trips / site visits – if there is an area or site of biological importance in the locality, then a guided visit would be a good way of engaging members.
- Lecture from a speaker on a salient and timely topic in the life sciences

Application procedure

The deadline for receiving completed applications for the first round of grant funding is noon on **Monday 14th April 2014**. An email will be sent to confirm receipt of your application. Any incomplete applications will have their applications returned, with a request for the missing information. Applications received after the closing date will not be considered.

Assessment of applications will not take place before the deadline has passed. Applications will be circulated to members of the funding panel and scored against assessment criteria, including:

- Potential to engage with the general public
- Overall clarity of proposal
- Potential to engage with Society of Biology members
- Promotion of Society of Biology aims and objectives
- Duration of outputs and/or benefits to the society
- Feasibility of successfully delivering the event
- Realistic and well thought out budget, and value for money
- Scientific content
- Partnership work / collaboration potential
- Creativity and innovative approach

Applications with the highest scores will be discussed at a meeting of the funding assessment panel in May, to determine a final list of successful applicants and a list of reserves. All applicants will receive a verdict by no later than **26th May**.

Successful applicants will be given a conditional offer of funding, dependent upon proof of bank account. We will need to see a copy of a recent bank statement (within the last three months), or a cheque or a paying-in book for the relevant account, showing the bank's name and address.

Following receipt of the required documentation, arrangements will be made to transfer funds directly into a bank account. This must be done before your planned event.

All planned events must not start before **20th June 2014**, and must be completed by **31st December 2014**

Regional branches

A condition of the grant is that grant scheme recipients contact details and details of their event will be passed to the committee of the relevant Society of Biology [regional branch](#). A working relationship between the parties will be encouraged, but this is not an obligation.

Grant scheme timetable

17 February 2014: Regional grant scheme open to applications

14 April 2014: Deadline for applications

26 May 2014 (at the latest): All successful and unsuccessful applicants informed

20 June 2014(at the latest): Grants will be transferred to successful applicants



How to apply

Please [apply online](#). If you have difficulties making your application online then you can also download the application form from our [website](#) and return the completed application by email - davidurry@societyofbiology.org

PLEASE NOTE: You cannot save your online application once it is in progress. We recommend you prepare your answers before beginning your online application. Please use the example application form on page 10 for reference.

Please read these guidance notes carefully to ensure your proposed event is appropriate and that you are eligible to apply. If you wish to check your project idea is suitable before starting your application, get in touch using the contact details on the front of this document.

You must complete all parts of the application form and must answer all questions. Please make your answers clear and easy to read and include everything you think is relevant to your application. An example application is provided at the end of these guidance notes. If you have any questions or are unsure what a particular question means, please contact us.



After the event

Monitoring and evaluation

It is important to us to measure how successful the events run by our grant scheme have been, and also evaluate the regional grant scheme procedure. Grant recipients will be asked to complete a report form following completion of their event. This will involve an evaluation of the application procedure, planning and delivery of their event, as well as the event outputs. We will also require details of how all money has been spent. Other forms of evaluation are also encouraged. Please contact us if you would like advice on evaluating your event.

Receipt and Auditing

Successful applicants should retain all original receipts for the money they have spent, as we may ask to see these. Any excess funds remaining following the event will need to be returned to the Society of Biology.



Terms and Conditions

1. The grant must be used exclusively for the event(s) outlined in your application and the Society of Biology retains the right to request repayment of the grant immediately if you are in breach of this or of any of the terms below. It is important that we are also informed of any significant changes to the funding and delivery of your planned event(s).
2. You will acknowledge publicly the grant and the Society of Biology where appropriate, including in any documents published by you that refer to the event(s) and you will follow our branding and publicity guidelines at all times. You shall retain and own any intellectual property rights (including copyright and design rights) arising out of, or connected to, the event(s) but the Society of Biology is free to use any such intellectual property rights as we deem necessary.
3. If the event(s) involves work with children, young people or vulnerable adults, you will take all reasonable steps to ensure their safety and follow the [Society of Biology's Safeguarding Policy](#).
4. We will pay the Grant Payment by bank transfer (BACS) into a UK bank account or building society account in your name.
5. You will keep receipts of payments made to meet the costs of your event for at least 1 year after the end of your event. The Society of Biology has the right to request copies of these at any time for auditing purposes during this period.
6. You will complete a final report on the project using the form we send to you. The Society of Biology has copyright of this report and the right to publish content online or in its magazine, *The Biologist*.
7. The Society of Biology will pass on successful applicant's contact details (email address) and details of the event to the committee of the appropriate regional branch of the Society of Biology.
8. Members must adhere to the Society's Health and Safety policy by completing a risk assessment for the event(s) and ensure adequate training is provided where required.



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EXAMPLE

Regional Grant Scheme Application Form

The application process should be quick and easy, and the accompanying guidance notes provide hints and tips that will help you with your application. If you have any questions, would like to discuss whether your proposal is eligible for funding, or are unsure what a question means, please feel free to contact us using the details below.

Once you have completed the form, check that you have answered every question. Please also ensure that you are able to comply with our terms and conditions if your application is successful. These can be found on our guidance documentation, which you can download from our website, or we can send them to you upon request.

When you are happy with your application, send a completed copy of this form by email to davidurry@societyofbiology.org. If you do not have access to an email account, please telephone us to discuss alternatives. Remember to keep a copy of the application for yourself, in case we need to contact you with questions.

Your contact for all enquiries is:

David Urry, Regional Coordinator, Society of Biology, Charles Darwin House, 12 Roger Street, London, WC1N2JU

Direct tel. 020 76852576

Email davidurry@societyofbiology.org.

About you

If this is a joint application, involving more than one individual member, please enter detailed information for the lead applicant only.

Full name including title: Dr Ento Mophagy

Email address: e.mophagy@insects.co.uk

Telephone number (office hours): 01736 123456

Mobile number (if different to office hours number): 07745734567

Full address (incl. postcode). This can be a work or home address but it would be helpful if it was the same address as your bank account:

Ento house
15 Seaside Road
Penzance
Cornwall
TR18 1AS



Regional Grant Scheme Application Form

Details of event(s) or activities for which you are applying for funding

Please check the eligibility criteria and application guidelines to ensure the event or activity you propose meets the objectives of this grant scheme.

Event title; Please give a short title for the project/activity that you wish us to fund (max 15 words):

Insects as food taster session: 'A bit of fun, or a serious sustainable alternative?'

Please tell us about your target audience (Please mark all that apply)

Society of Biology Members	<input checked="" type="checkbox"/>
Academics/ researchers/ scientists	<input type="checkbox"/>
Families	<input checked="" type="checkbox"/>
School pupils (Primary)*	<input type="checkbox"/>
School pupils (Secondary)*	<input type="checkbox"/>
School teachers (Primary)*	<input type="checkbox"/>
School teachers (Secondary)*	<input type="checkbox"/>
Sixth Form students*	<input type="checkbox"/>
University Students (undergraduate)	<input type="checkbox"/>
Postgraduate students	<input type="checkbox"/>
Children outside of school	<input checked="" type="checkbox"/>
Pre-school children	<input type="checkbox"/>
Elderly people	<input type="checkbox"/>
Professionals	<input type="checkbox"/>
Science communicators	<input type="checkbox"/>
Other (please specify).....	<input type="checkbox"/>

**Please note conditions in our guidance documentation on planned school events*

What is the proposed date(s) of your activities or event(s)?

14/07/2014

The start date can be no earlier than 20th June 2014
The end date can be no later than 31st December 2014



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EXAMPLE

Regional Grant Scheme Application Form

Please give a short description of your event or activity. Include background information and scientific content, what you will do and how you will do it and how it is relevant for the target audience. Please provide details of any other members or organisations involved in the event and their role. (Maximum 500 words)

With the increasing financial and environmental costs associated with our current eating habits, more environmentally friendly sustainable alternatives needs to be explored, especially if the population of the world continues to increase.

Our 'insects as food taster session' will be a family friendly drop-in event, with scientists present to talk to, as well as some hands on activities to have a go at, challenging people to think differently about what we eat, why, and the effect it has on us and the environment. There will also be some insect food samples for people to try. The idea is to stimulate discussion and interest in the subject of entomophagy as well as the wider subject of food security and food sustainability.

We have an area we can use in the newly opened Newlyn Gallery for our event. The gallery is very accessible, is an interesting and open space and means that the event is more likely to involve a cross over audience. This will ensure that the message of our event reaches a non-specialist audience, which is one of our targets.

Ideas for activities include:

Food tasting- We will produce an information sheet about the sort of insect foods people eat around the world and the sort of foods that could be sustainably farmed. We will then have a number of samples of these for people to try. These samples can be purchased online from suppliers, and we will be serving crickets that I will have prepared. I have experience doing this on a number of occasions.

Food for thought wall - We will be posing a number of questions around the subject of food sustainability and will collect people's answers as posits on our 'food for thought' wall.

Food or False - 15 – 20 cards will be created with photos of insect 'food items'. Most of the cards will be genuine examples, but some will be made up. People then have to decide whether each one is a genuine example or not.

There are 3 organisers in total, with a background in entomology or food sustainability: myself, Mr Bloggs (member) and Dr Smith (non-member). Volunteers from the local sixth form college will be helping out on the day. We are also working in collaboration with the Entomological Society in the preparation of our 'insect food information sheet'.

We hope to reach a large cross-over audience and the aim is to challenge public perception of insects as food and inform attendees about food sustainability, while giving them the opportunity to interact directly with scientists in the field.



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EXAMPLE

Regional Grant Scheme Application Form

Delivering your event(s)

How much will your event(s) or activities cost to run in total?

£ 500

Does the Regional Grant Scheme cover the full amount you require? (Note maximum you can apply for is £500).

Yes

No

If no, how much extra funding is needed, and how will you obtain this funding? (If the grant does not cover the whole cost of your project, you must already have secured the extra funds before submitting this application.)

The Entomological Society has promised us £150 pounds to cover printing costs for our information sheets.

Where will your event(s) or activities take place? (please provide a postcode if possible)

Newlyn Gallery
New Road,
Newlyn,
TR18 5PZ

How will you promote your event(s) or activities to your target audience (in addition to promotion from the Society of Biology).

Newlyn Gallery has agreed to advertise the event on their website. We will also create a poster to place in public spaces, and contact local schools to ask that they promote the event to their students. The event will also be advertised free of charge on the 'What's On Cornwall' website www.whatsoncornwall.co.uk/penzance. We will prepare a press release to send to the local papers and pass on the details to Penzance Town Council, who can advertise the event on their website. All event organisers will also make use of Social Media to advertise the event online.

Regional Grant Scheme Application Form

Please provide a breakdown of your total project costs. Ensure that you detail all costs associated with the project as accurately as possible, even if you are only applying for part of this cost through this application.

Description of item or activity	Total cost (£)	Amount requested from Regional Grant Scheme (£)
Printing of 'Insect Food information sheet'	150	0
Hire of the Newlyn Gallery space	150	150
Insect food samples	100	100
Hands-on activity materials (post-it notes, card, laminate sheets etc)	50	50
Travel expenses for organisers and volunteers	25	25
Printing costs for posters advertising the event	25	25
TOTAL	500	350

Signed: Dr Ento Mophagy

Date: 15/03/2014

Grant applications will not be reviewed until after the application deadline has passed, but all applicants will receive notification that their application has been received and will be notified of any omissions of essential information and given the opportunity to re-submit.